

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

FOR AGENCY L		Section. 7	370528-01		EOD DECORDO	AANAGEMENT : MC
Application Date		State Law Department		Application Number	FOR RECORDS MANAGEMENT USE Application Number	
Application Number		132 State Judicial Building 40 Capitol Square		88-9		
				Date Received	Date Completed	
	· · ·	Atlanta	, GA 30334		MAY 2 8 1987	MAR 21 1988
Person to Contact		DONNA	6-3305 W			Telephone Number
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servi	ce for	the State 1	Law Departmo	ent.		:
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Record Series Des	cription	This file contains Attach samples of		ments (include form	numbers and titles, if a	ny):
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twenty-five month Annual Rate of A Letter-size drawer	ccumulatio		wers	Shelves	_; Other (specify) 1	box each mor

b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation, X c. Is this a vital record? X d. Does this series have histopical or long term research value? e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents to sheduled separately. X f., is the information contained in this stries ever published? If yes, attach copy. X f. Is the information contained in this stries ever analyzed and/or recorded in a summarized report? If yes, witch copy. If yes, where? X l. Is the sea duplication of this series in your office, or in another office or agency? If yes, where? X l. Does the record series result in a computer printout? The Retention Requirements The following requires the series to be kept: a. State Law b. Statute of limitation G. years. c. Federal law years. f. Federal retention instructions Attach copy or excert of laws or regulations. Explain administrative need. C.C.C.G. A. 9 - 3 - 2 \ \(\text{U} \) The series instructions This agency recommends that the file series be cut off at the end of each: C.C.C.G. A. 9 - 3 - 2 \ \(\text{U} \) The series instructions apply to all prior and future accumulations of the series. These instructions apply to all prior and future accumulations of the series. Agency Head/Designes (Signature) Date Recommendations in paragraph 12 are approved. Flace Auditor/Designes State Auditor/Designee Autorney General/Designee		contain confidential information	requiring security handling? If yes, cite law or regulat	
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